



Pilot/One-Stop Subcommittee

Meeting Highlights for the April 28, 2003 Pilot/One-Stop Subcommittee Meeting

Prepared by Susan Camerer, TPEAC Executive Assistant

Reviewed by Shari Schaftlein, WSDOT Assistant Director and Subcommittee Co-Chair

Participants

WSDOT.....	Shari Schaftlein, Patty Lynch, Peter Downey, Becky Michaliszyn, Elizabeth Lanzer, Gary Beeman (**), Steve Yach (**), Michelle Anderson (**)
Association of WA Business.....	Grant Nelson (***)
Federal Highways Administration.....	Sharon Love
Department of Ecology.....	Scott Boettcher, Patty Betts
Department of Fish and Wildlife.....	Bob Zeigler
Consulting Engineers of WA.....	Dan Dixon
Office of Community Trade & Economic Development.....	Wendy Compton-Ring
Department of Natural Resources.....	Annie Szvetcz
Associated General Contractors.....	Willy O'Neill (***)

Other Attendees

WSDOT.....	Susan Camerer, Beava Ubias
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Absent Members

WSDOT.....	Pasco Bakotich, Steve Shipe, Kimberly Farley (*), Kerry Grant (*), Kojo Fordjour (*), Jason Smith (*), Linda Healy (*), Stacy Trussler (*), Virginia Stone (*), Mary Gray
Federal Highways Administration.....	Terry Swanson (*)
Department of Ecology.....	Teresa Eturaspe
Department of Fish and Wildlife.....	Jackie White, Tricia Thomson (Bellevue)
Association of WA Cities	Scott Merriman
WA Association of Counties.....	Senator Dan Swecker (*), Representative Phil Rockefeller (*), Mary Bowen (*), Mary Fleckenstein (*)
Legislature.....	Jonathan Freedman (*)
US Environmental Protection Agency.....	Thomas Mueller (*)
US Army Corp of Engineers.....	Virginia Gunby (*)
1000 Friends of WA.....	Bruce Wishart
People for Puget Sound.....	

(*) = Participates by E-Mail

(**) = Participates by Conference Call

(***) = Participated by Conference Call This Meeting Only

Agenda-Objectives Review / Introductions– Shari Schafflein

Shari reviewed the action items from the previous meeting; all have been completed. The highlights from the preceding meeting were accepted without any changes.

Because of a prior commitment, Peter requested that his agenda time be moved forward. These highlights reflect the change in the agenda topics.

HCB/Pending Issues – Shari Schafflein

Because of time constraints, Shari was unable to update members on the progress of the Hood Canal Bridge project.

Pilot Project Selection Criteria – Peter Downey

The legislature passed the TPEAC reauthorization legislation; with one aspect being WSDOT must draft permit terms and conditions for a minimum of ten pilot projects. Although WSDOT will write the permits, other agencies will edit them. The legislation does not specify if they are federal, county, or state, so WSDOT can decide. A second condition of the legislation is for the one-stop permitting process to be applied to at least one pilot project. Although the legislation does not list a completion date for the pilot /pilots, Peter said this could become an issue if nothing has been accomplished by the end of the biennium. Also of importance is Section 4 of the legislation, Delegation of Authority, which TPEAC must address.

Peter developed a list of 25 potential pilot projects by screening WSDOT's list of projects under the new law budget. They must now be examined to determine which will fit into WSDOT writing the terms and conditions, and they must be large enough to have some complexity, without being the size and scope of the Hood Canal Bridge project. He looked for projects with early construction start dates that have preliminary engineering funds but have not yet gone through the design process. He asked everyone to send him the names of potential projects and we will then forward his list to Secretary MacDonald, who will make the final decision.

Bridge scour projects are not on the list at this point because they are funded under the current law budget - not the new law budget; they could however still be included. Other relevant issues that should have a bearing on the projects chosen are: stormwater, fish passage, slope stabilization, etc. The ideal pilot project would contain an overlap of as many of these issues as possible.

The group discussed various ways of involving the Interdisciplinary Team in the process. Patty B. said the permits and the complexity of the issues drive the process, and the IDT may not be appropriate at a certain point. Everyone agreed the value of the IDT is immeasurable.

Shari reminded everyone that Peter would provide a graphic illustrating the legislative and Pilot/One-Stop milestones for TPEAC at their May meeting. This prompted a discussion of the Unified Permit Binder Milestone. Secretary MacDonald has asked that areas of disagreement be identified, along with work plans for resolving each disagreement.

Regulatory Overlap – Patty Lynch

Secretary MacDonald has also asked that the regulatory overlap issued identified, along with the permit terms and conditions that go with them. Patty L. asked everyone how far they would like to go with this issue: across the board, or just with areas that cross over, such as water quality or water resources. Peter reported there are agreements WSDOT can make with state agencies in order to streamline the process, but wondered if this issue should be elevated to the legislature. Subcommittee members asked him to present this question to TPEAC so they can provide guidance.

Patty L. provided three handouts that will be used to help put the consultant contract together.

- A Matrix from David Evans
- A One-Page Series of Questions Designed to Encourage Deliberation
- A Copy of Engrossed Senate Bill 5279 (The TPEAC Reauthorization Legislation)

Patty would like TPEAC to look at the one-page series of questions so they can decide which ones are the priority items, since it is not realistic to do them all simultaneously. She believes the first question, "What is overlap?" is the most important, and Shari thinks the question, "What are the disagreements?" should also be included in order to align with the Secretary's wishes. In order to allow TPEAC to look at things from a managerial point of view, Shari suggested creating a document that shows the high, medium, and low levels of work, the number people needed to do the work, and how much time is needed for each of the three levels.

White Papers – Patty Lynch

Patty reported the consultants have met with the Ecology Pilot/One-Stop members, to obtain the information they need for the three white papers.

- Concurrent Public Review
- Concurrent Agency Review
- Common Data Requirements

The consultants have a meeting scheduled with WDFW, but Riley Atkins would like to ignore their information because it does not reconcile with the material provided by the other agencies. Riley said it is not in their scope of work to examine WDFW's information, but Annie and Elizabeth think it would be beneficial to receive something from them even though WDFW seems to have more problematic permitting issues.

Annie asked Riley to clarify the kind of information they want from DNR, and she volunteered to identify key people within her organization who should receive consultant packets. She said she will collect the information from the consultants and then will deliver it to the recipients.

The Corp and King County have also received their surveys. Patty and Elizabeth have a feedback meeting scheduled with the Corp. on May 5th and Riley said he will set a meeting with King County since he will be dealing with them.

Patty will work with Riley to get the consultants on the agenda for future meetings. Right now they are scheduled to be at the May 27th meeting and Patty will verify this at the May 12th meeting. She has asked Riley to send draft material out to subcommittee members prior to the consultant visits, so people will have time to look over the material. The consultants are scheduled to have their first write up completed around May 16th, but everyone is running behind.

Common Data Requirements / IT Survey – Elizabeth Lanzer

Elizabeth reported that she is happy with the time and attention DOE put into IT technical systems surveys. Scott these surveys should be complete and ready to go Wednesday, April 30th. This includes the one currently being completed by Eric from Ecology. Scott also suggested that the consultants should go to the Ecology's office in Bellevue because this particular office handles so many projects. Elizabeth, Patty, and Scott decided they should meet to discuss the Ecology surveys.

Elizabeth will also meet with DNR on Tuesday, April 29th, to talk about their best available data.

Unified Permit Binder – Patty Lynch

Patty reported the Unified Permit Binder closed Friday, April 25th and there are four proposals. She has the scoring criteria as defined in the RFP and the proposal so she needs to get the scoring team together.

The scoring is done independently and Patty said she needs consistent scorers. The four people chosen to do this need to meet to make sure they all have the same interpretation of the scoring criteria and may not even be able to communicate with one another because the selection process is closed and tight.

Patty spoke with the contract office and they said it typically takes two weeks to go through the proposals. WSDOT is the contracting agency so the scoring process is set up in a regimented format. She expects the contract to be awarded in approximately three weeks.

IDT Guidance – Patty Betts

Patty B. reported that the IDT Guidance Team is going to send everyone the material they have prepared, via e-mail, sometime during the next week. She said there is a nice complement of skills on the IDT Guidance Team, and thanked everyone for their hard work; it has been a positive experience. The e-mail they are going to send out will include several questions, and Shari encouraged everyone to do on-document edits. Annie said she would speak with Penny to find out how the comments will be edited.

They now have an outline, Chapters One, Two, Four, plus an expanded Chapter Five, and since there will be information, forms and appendices coming from the pilots, they have left a few placeholders in the document.

The IDT Guidance group will meet next week to strategize what to do with the comments they receive, and Shari suggested they have a low maintenance version because of support staff constraints.

Review Action Items-

The members were unable to review the action items because the meeting ran long and another group was waiting to use the conference room.

Next Meeting Agenda-

Because of time constraints, we were unable to work on future meeting agendas.

Handouts-

1. Compiled Comments from Part II – Review of the Experience Questionnaire for Interdisciplinary Team
2. Pilot/One-Stop Web Page Information Sheet
3. Pilot/One-Stop Subcommittee Workplan/Tasks List (Gantt Chart)
4. April 14th Meeting Highlights
5. April 28th Agenda / May 12th Draft Agenda

Action Items-

1) Gantt Chart Updates:

- a) All – Update your section of the Gantt chart; send to Susan before COB May 7th.
- b) Shari – Combine #12 and #13; send changes to Susan.

- c) Susan – Make #23 a parent task; include all changes received into Gantt chart for the TPEAC meeting.
- 2) Shari, Bob, and Patty L. - Meet to discuss Performance Measure issue.
- 3) Patty L., Elizabeth and Scott - Meet to discuss IT Survey.
- 4) Patty L. – Send Susan the following handouts from the May 27th meeting; she will distribute them to the subcommittee members who were either absent, or who attend via conference call or by e-mail.
 - a) David Evans Matrix
 - b) Questions Designed to Encourage Deliberation
 - c) Engrossed Senate Bill 5279
- 5) Patty L - Arrange RFP reviews with FHWA and Ecology.
- 6) Susan - Finalize Legislation Milestones graphic for the May 12th TPEAC meeting.
- 7) Elizabeth, Patty, and Scott - Meet to discuss the Ecology surveys (including Eric's).
- 8) WSDOT (Shari, Patty L., & Peter) – Prepare table of Scope of Work for Permit Overlap Analysis, explaining scale and cost range. This is due for the May TPEAC meeting.
- 9) All – Send comments on Pilot Project Criteria and/or potential pilot projects to Peter ASAP.
- 10) Peter – Distribute the TPEAC budget note with the pilot project/permit drafting requirement language.